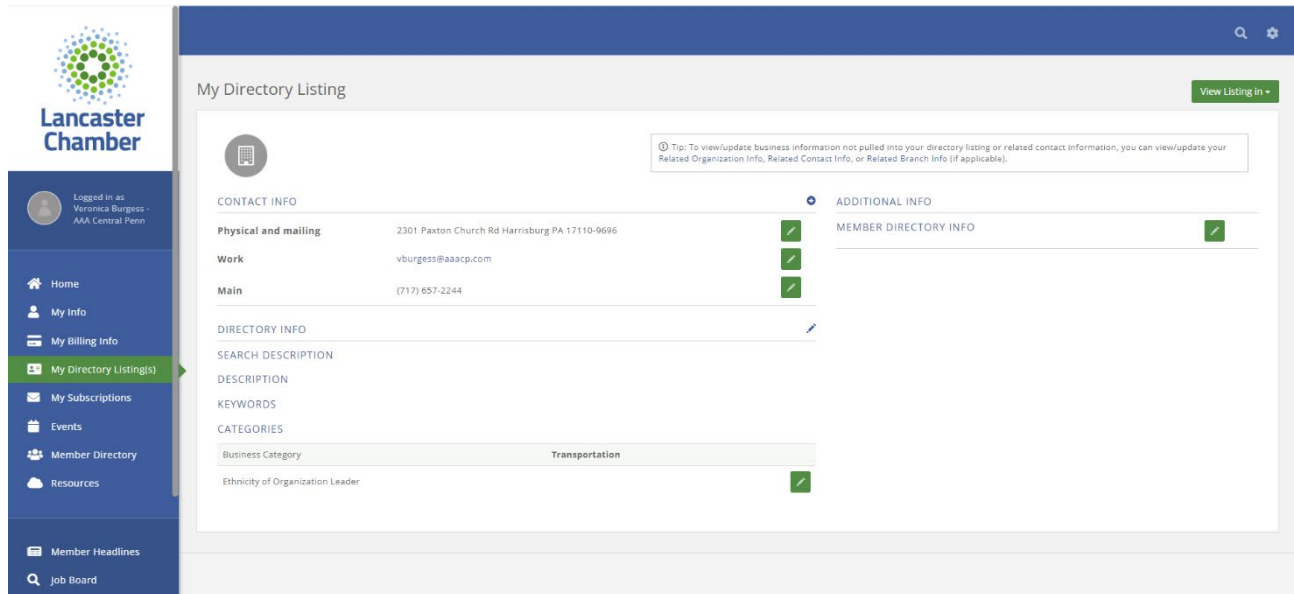


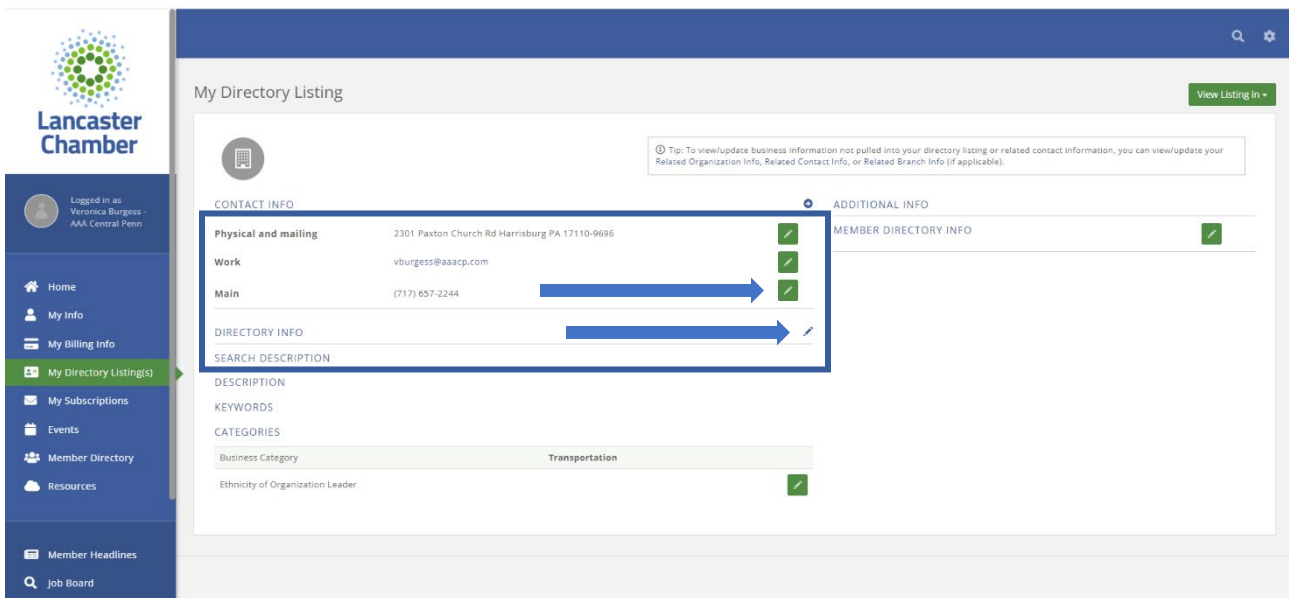
Update Directory Listing Information in the Membership Hub

1. Click My Directory Listing(s) in the Navigation Panel. The My Directory Listing page will be displayed.



The My Directory Listing page in the Info Hub


2. The edit pencil icon indicates which information may be updated. Click any edit icon to open the editing window for that information.



3. The following directory listing settings may be updated:

NOTE: Those items that have asterisks* and **highlighted** are only available and displayed if you have an Enhanced Online Directory listing. To learn more about an Enhanced Listing contact a Chamber Team Member at info@lancasterchamber.com.

- **Contact Info**

- For your business, you can edit the business contact fields such as emails, addresses, phone numbers, etc.
- Click the **plus** icon  to enter additional websites, phone numbers, or social media links.
- Update or upload logo image, by clicking on circle image.



- **Directory Info:** these are directory-specific fields that display in the directory and on the listing.

- **Description:** this is the full business description that appears when the directory listing is opened.
- **Keywords:** these are keywords that can be used as search criteria in the directory search.
- **Search Description*:** *this shortened description will display when results are displayed in List view.*
- **Highlights*:** *Provides ability to add additional description of the organization in the directory.*

- **Categories:** the business categories under which the organization will be displayed in the directory. *If you are interested in updating your Business Category, you should contact Laurel Riehl, Data and Verification Specialist at lruehl@lancasterchamber.com.*

- **Additional Info:**

- **Member Directory Info:** *Please contact Laurel Riehl, Data and Verification Specialist at lruehl@lancasterchamber.com if you want to make any changes to this section.*

- **Images* -** *Click the **Add** button  to add images to be displayed in the directory. (May be disabled depending on the listing type)*
- **Videos* -** *Click the **plus** icon  and enter a URL for video(s) to be displayed in the directory. (May be disabled depending on the listing type)*

4. Click **Done** to save any changes.

If you have any issues or questions, please do not hesitate to contact, Laurel Riehl, Data and Verification Specialist at lruehl@lancasterchamber.com